



MS Statistics: Statistics and Data Science (MSDS)

Program Handbook

2022-2023

Department of Statistics

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the Statistics Department.

Last updated: August 2022

Table of Contents

Navigating Policy and Resources at UW-Madison	6
<i>How to Use This Handbook</i>	<i>7</i>
Department & Program Overview	7
<i>Diversity, Equity, and Inclusion</i>	<i>7</i>
Getting Started as a Graduate Student	8
<i>New Graduate Student Checklist</i>	<i>8</i>
<i>International Student Specific Events</i>	<i>8</i>
<i>In Our Program</i>	<i>8</i>
Advising & Mentoring.....	8
Funding, Employment, and Finances.....	9
<i>Assistantships.....</i>	<i>9</i>
<i>Department of Statistics Academic Scholarships.....</i>	<i>10</i>
Admissions Scholarships	10
Academic Excellence Scholarship (AES) for Statistics-VISP to MSDS Students	10
<i>Finding Funding Without a Guaranteed Appointment</i>	<i>10</i>
Campus-Wide and External Sources	10
Graduate School: Funding and Financial Aid.....	10
UW-Madison Libraries Grants Information Collection.....	10
Degree Requirements	10
<i>Prerequisite Courses.....</i>	<i>11</i>
<i>MSDS Requirements.....</i>	<i>11</i>
Course Plan Survey.....	11
Statistics-VISP to MSDS Students.....	11
Graduate and Undergraduate Courses with Similar Topics	12
Academic Exception Petitions	12
Additional Policies.....	13
<i>Enrollment Requirements</i>	<i>13</i>
<i>Sample Course Schedule</i>	<i>13</i>

Four-semester MSDS student	14
Three-semester MSDS student	14
One-year MSDS student (UW alumna)	14
Statistics-VISP to MSDS student.....	14
<i>Final Semester</i>	14
Master’s Degree Checklist: Timeline & Deadlines	15
Satisfactory Academic Progress	15
<i>Definition</i>	15
<i>Not Meeting Academic Expectations</i>	16
Graduation	16
<i>Apply to Continue for a Statistics PhD</i>	16
Personal Conduct Expectations.....	17
<i>Professional Conduct</i>	17
<i>Academic Misconduct</i>	19
The Graduate School.....	19
Office of Student Conduct and Community Standards.....	19
<i>Non-Academic Misconduct</i>	19
The Graduate School.....	19
Office for Student Conduct and Community Standards.....	19
University of Wisconsin System (UWS).....	19
<i>Research Misconduct</i>	19
Responsible Conduct.....	20
<i>Hostile and Intimidating Behavior (Bullying)</i>	20
<i>Grievance Process</i>	20
<i>Process and Sanctions for Violations of Conduct Standards</i>	19
Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)	20
Dean of Students Incident Reporting.....	20
Human Resources Hostile and Intimidating Behavior Website	20
<i>Additional Policies & Resources</i>	20
Graduate School Policy: Residence for Tuition Purposes	20
Employee Disability Resources	20
Graduate Assistantship Policies and Procedures (GAPP).....	20

Professional Development	20
<i>Statistics Department Professional Development</i>	21
<i>On Campus</i>	21
Professional Development from the Graduate School	21
International Student Services	21
SuccessWorks.....	22
Intellectual Property	22
Student Health and Wellness	22
<i>Securing Health Insurance Coverage</i>	22
<i>Disability Information</i>	23
<i>Mental Health Resources on and Off Campus</i>	23

Navigating Policy and Resources at UW-Madison

This handbook is one of many sources to consult to become familiar with the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison:



How to Use This Handbook

The Department of Statistics is committed to the training and education of its graduate students. To facilitate this practice, we have created this document to help guide students through their education in the MS Statistics: Statistics and Data Science (MSDS) program. The MSDS program is a named option, professional program within the broader MS Statistics and because this is a professional program there are additional policies in areas such as funding and enrollment. The policies of the program are overseen by the VISP & MSDS Committee.

The Graduate School at UW-Madison oversees all graduate programs and provides policies that apply to all graduate students (<https://grad.wisc.edu/academic-policies/>). Additionally, departments must create and oversee the specific curriculum and provide additional policies for students in their program. This document is designed to provide information and links to relevant Graduate School policies and outline departmental and program specific rules and policies.

Degrees and course requirements may change over time. However, students must meet the degree and course requirements in effect when they entered the program. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook. The information in this handbook is supplemental to the MS Statistics: Statistics and Data Science Guide (<https://guide.wisc.edu/graduate/statistics/statistics-ms/statistics-data-science-ms/>), which serves as the official repository of program rules, requirements, and policies.

Students who have questions or concerns should contact the MSDS Program Chair, Jun Shao (shao@stat.wisc.edu) and the MSDS Program Coordinator Jinda Moore (visp-msds@stat.wisc.edu). Jun Shao also serves as the faculty advisor for all MSDS students.

Department & Program Overview

Please view the [Graduate Guide](#) for an overview of the MSDS department and program learning outcomes.

Diversity, Equity, and Inclusion

The Department of Statistics strives to create a sense of belonging among all students, faculty, and staff. We foster an inclusive environment by treating other members of the department with esteem and respect. We honor diversity in our department and promote this sense of belonging by working together considerably towards our common goals of teaching, community engagement, and scientific innovation. We are dedicated to serving the [UW](#)

[Madison statement on diversity](#) and are committed to creating an environment where all feel respected and included.

Students who need to report an incident, please view the [Graduate Guide Grievances and Appeals policies](#), or contact program coordinators.

Getting Started as a Graduate Student

This section outlines important steps to take as a graduate student at UW-Madison.

New Graduate Student Checklist

Be sure to review all steps listed on this webpage for new graduate students:

The Graduate School's New Student Page: grad.wisc.edu/new-students

In addition to a checklist for all new graduate students, that webpage includes sections with additional steps to take for new international students, students with a disability, student veterans, or students with children.

International Student Specific Events

International Students will need to attend one of the mandatory International Student Services (ISS) orientations. Check the ISS website (<https://iss.wisc.edu/orientation/>) for information on dates and times. Please note that there are specific sections for incoming graduate students.

In Our Program

The Statistics department will have orientation events for incoming MSDS students, both online and in person. Additional information can be found in the Canvas MSDS Orientation course and your email inbox.

Advising & Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike. The Graduate School's definition of an advisor can be found here: policy.wisc.edu/library/UW-1232. Students in the MSDS program have access to the MSDS & VISP committee chair and the MSDS Program Coordinators for academic advising. Since MSDS is a professional program, students do not form a graduate advising committee.

Students will need to receive approval for their enrollment each semester via the course

approval plan form (<https://go.wisc.edu/ej6of5>). This form can also be used to make edits or updates once enrolled in a term. Students who do not provide this form will have a hold put on their record for the following semester.

Information will be sent to students regarding courses for the following semester before enrollment begins. Students with questions are welcome to make an appointment with their advisor or program coordinator. Specific and detailed information will be provided via email and online to students in the spring and summer before they begin the program.

Students in the program are expected to read their wisc.edu emails on a regular basis, respond to emails from the chair and student services coordinator, fill out their course approval plan form and other requested forms in a timely fashion, and contact the advisors when they have questions or concerns.

Funding, Employment, and Finances

The MSDS program, as a professional MS program, is allowed to set their own market-rate based tuition which is \$1,600 per credit (2022-23 academic year, this rate is subject to change from year to year) plus any relevant student fees. The tuition rate is the same for all students and is credit-based.

General information on the current tuition rate and fees can be found on the Bursar's website (<https://mbo.wisc.edu/tuition-rates/>), our specific program is the tier 1600 with segregated fees rate (to find our specific program go to the link above and select the correct term and academic year and then search for "data science").

The MSDS students are expected to be self-supported and will need to pay the appropriate tuition during the time of their study.

Assistantships

Per campus policy, students enrolled in this program may be employed in a graduate assistantship (teaching assistant, research assistant, project assistant), but are not eligible to receive tuition remission from graduate assistantship appointments at this institution. Corporate tuition support and waiver of tuition for veterans is not included in these categories.

See the Graduate School's policy document regarding assistantships (<https://policy.wisc.edu/library/UW-1029>).

See the Graduate School's policy document regarding tuition remission to learn more about what tuition remission is and the sorts of positions that would grant remission (<https://grad.wisc.edu/documents/tuition-remission/>).

Department of Statistics Academic Scholarships

Admissions Scholarships

The Statistics department offers a limited number of selective scholarships to highly qualified applicants as a part of their recommendation of admission. Students may receive a scholarship of up to 25% of the MSDS program tuition charges over the duration of their time in the program in the form of fee deferrals. Potential scholarships for students entering the program with pre-approved credits would be prorated based on the number of credits needed to complete the program.

Academic Excellence Scholarship (AES) for Statistics-VISP to MSDS Students

The Statistics department offers a limited number of selective scholarships to highly qualified Statistics-VISP students who have been admitted to the MSDS program. Students may receive a one-time scholarship applied to their tuition account in their first semester in the MSDS program.

Finding Funding Without a Guaranteed Appointment

Campus-Wide and External Sources

To help students find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits, and links to applicable human resources policies (e.g., GAPP) at:

Graduate School: Funding and Financial Aid

- grad.wisc.edu/funding
- [External Fellowship Database grad.wisc.edu/funding/external-fellowship-database](https://grad.wisc.edu/funding/external-fellowship-database)

UW-Madison Libraries Grants Information Collection

- library.wisc.edu/memorial/collections/grants-information-collection

Degree Requirements

All students in the MSDS program are responsible for keeping aware of the following requirements to complete the degree.

Prerequisite Courses

Students admitted to the MSDS program are expected to have courses equivalent to the UW-Madison courses listed on the MSDS [Guide's Admissions page](#).

MSDS Requirements

For all current catalog year requirements to complete your degree (e.g., credits, courses, grades/GPA, etc.) see the current [MSDS page in the Graduate Guide](#). The *Guide* page that contains all official requirements for your degree. Similarly, see "Policies" from the navigation bar to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances, and appeals, etc.).

For prior catalog year policies that may be applicable to you, see the *Guide* Archive at guide.wisc.edu/archive.

Per campus policy, students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate, graduate or certificate programs. Doing so may result in a student being removed from the MSDS program.

Course Plan Survey

Each semester, MSDS students will be required to submit a course plan survey indicating the courses that they are enrolled in for the upcoming semester. This allows MSDS Program Coordinators to ensure that students in our program are continuing to make satisfactory academic progress in the program, and you are enrolling according to MSDS requirements. The link to the course survey plan will be emailed to all students and can also be found here (<https://go.wisc.edu/x23qss>). If students do not submit their course survey plan by the specified date, a hold will be placed on their record preventing any future enrollment (add/drop/swap current courses, or future semester enrollment). All changes to enrollment after students' course plans are approved MUST be approved by an MSDS program coordinator. Students who do not inform program coordinators of enrollment changes risk not making satisfactory academic progress and may jeopardize their graduation status.

Statistics-VISP to MSDS Students

Students who come to MSDS from the Statistics VISP program will be allowed to transfer up to 15 credits from their enrollment during VISP to the MSDS program if they received a grade of B or higher. These credits will typically include STAT 601 (4 cr), 602 (4 cr), 610 (4 cr), and 615 (3 cr).

Time to Degree

If coming from the Statistics VISP program, students are expected to complete the program in 2-3 semesters. Non- Statistics-VISP students are expected to complete the program in 3-4 semesters. Students who wish to pursue the program part time must receive permission from the program chair.

Note that this will require students coming from the Statistics-VISP program to complete 16 credits as a graduate student, per the Graduate School's Minimum Graduate Residence Credit Requirement (<https://policy.wisc.edu/library/UW-1246>).

Graduate and Undergraduate Courses with Similar Topics

Please view a list of graduate and undergraduate course pairs that cover the same or similar topics in the [Guide](#). Contact the MSDS program coordinators (visp-msds@stat.wisc.edu) with any questions about this policy.

For example, if a student wishes to enroll in both STAT 451 Introduction to Machine Learning and STAT 615 Statistical Pattern Classification, they must first take STAT 451 (the undergraduate level course). If a student would enroll in STAT 615 first, they would be ineligible to take STAT 451 in a future term.

Academic Exception Petitions

Students who wish to request an exception to a requirement (including substitutions) or seek permission to apply non-Statistics VISP previous coursework, should first consult with an MSDS program coordinator, either by emailing visp-msds@stat.wisc.edu, or scheduling an appointment. If the program coordinator believes the student has a valid reason for an exception, the student will be encouraged to write a formal petition to the MSDS/VISP Committee Chair.

Academic exception petitions will only be considered in extraordinary circumstances and on a case-by-case basis. All petitions will be reviewed, and students will be notified via email whether their petition has been approved or denied.

Exception petitions are not intended to serve as a way for students to bypass MSDS program requirements.

STAT 605/479 Data Computing Project

Students who have enrolled in STAT 479 Data Science Computing Project (3 cr) as an undergraduate at UW-Madison may request to count this course towards their MSDS requirement of STAT 605. The student will then not be required to complete STAT 605 and will instead take a 3-credit elective course (Statistics-taught 600+ level). No additional

undergraduate Statistics coursework will then be counted from undergraduate records to MSDS records.

Additional Policies

- Students may take a maximum of 2 credits of STAT 699 and count them towards the 600+ Stats-taught graduate elective category
- Students may complete STAT 849 and/or 850 and count these courses towards the 600+ Stats-taught graduate elective category
 - These were previously not approved courses for MSDS students. If students wish to take these courses, please email visp-msds@stat.wisc.edu for an exception
- Non-approved elective courses for MSDS students:
 - COMP SCI 760, 761, 762: course content replicates materials in STAT 615 Statistical Pattern Classification. If a student enrolls in either COMPS CI 760 or 761, they will be asked to drop the course.
- Students holding a F-1 or J-1 visa who need to enroll in a CPT course for federal internship requirements will be expected to enroll in STAT 403 (1 credit), which May count towards degree/program requirements.

Enrollment Requirements

Students are responsible for following Graduate School policies related to course enrollment requirements and limitations:

- Adding / Dropping Courses: grad.wisc.edu/documents/add-drop
- Auditing Courses: policy.wisc.edu/library/UW-1224
- Canceling Enrollment: grad.wisc.edu/documents/canceling-enrollment
- Enrollment Accountability: grad.wisc.edu/documents/enrollment-accountability
- Minimum Enrollment Requirements: policy.wisc.edu/library/UW-1208

Sample Course Schedule

Students are expected to complete the program in 2 semesters (if coming from the Statistics-VISP program) or 3-4 semesters. Students who wish to pursue the program part time must receive permission from the program chair.

Below are sample course schedules for the typical MSDS student. Contact your Graduate Program Coordinator with any specific questions, or to create an enrollment plan that reflects your goals.

Please use the following worksheet to help you plan your enrollment:

https://stat.wisc.edu/wp-content/uploads/sites/870/2022/06/MSDS-Requirements-Worksheet_Fall-2022-and-Beyond.pdf

Four-semester MSDS student

- First Fall term: STAT 601 (4), STAT 610 (4) =8 credits
- First Spring term: STAT 615 (3), STAT Elective (4) =7 credits
- Second Fall term: STAT 605 (3), STAT 628 (3), Elective (3) =9 credits
- Second Spring term: Elective (3), Elective (3) =6 credits

Three-semester MSDS student

- First Fall term: STAT 601 (4), STAT 610 (4), STAT 605 or 628 (3) =11 credits
- First Spring term: STAT 615 (3), STAT Electives (7) =10 credits
- Second Fall term: STAT 605 or 628 (3), Elective (3), Elective (3) =9 credits

One-year MSDS student (UW alumna)

- Transfer coursework from undergraduate record: up to 7 credits
- Fall term: STAT 601 (4), STAT 610 (4), STAT 605 (3), optional Elective (3) =11-14 credits
- Spring term: STAT 615 (3), STAT Electives (7) =10 credits
- Summer Term: STAT 628 or equivalent course (3), Elective as needed (3) =3-6 credits

Statistics-VISP to MSDS student

- Transfer credits from Statistics-VISP year: STAT 601 (4), 610 (4), 615 (3), STAT undergrad elective (3) =14 credits
- Fall term: STAT 605 (3), STAT 628 (3), Elective (4) =10 credits
- Spring term: Elective (3), Elective (3), Elective (3) =9 credits

Statistics-VISP to MSDS students: please use the following worksheet to plan your future enrollment:

https://stat.wisc.edu/wp-content/uploads/sites/870/2022/06/Stat-VISP-To-MSDS-Requirements-Worksheet_Fall-2022-and-Beyond.pdf

Final Semester

Students in their final semester with only one credit of program coursework may request an exception to the UW Madison Graduate School's minimum enrollment requirement of 2 credits: <https://grad.wisc.edu/documents/exceptions/>.

Students holding a F-1 or J-1 visa who need to complete less than 8 credits in their final semester should request a Reduced Course Load (<https://iss.wisc.edu/students/current->

[students/reduced-course-load/](#)). This maintains active visa status without full-time enrollment. RCL requests need to be submitted prior to the semester in which a student plans to graduate.

Students who intend to graduate must apply for graduation by the end of the 4th week of classes so that graduate program coordinators can request their warrant. Instructions for graduation application through MyUW Student Center can be found here: <https://registrar.wisc.edu/applyforgraduation/>.

Master's Degree Checklist: Timeline & Deadlines

The Graduate School maintains a list of steps to complete a master's degree, including deadlines and important things to know as students progress toward graduation: grad.wisc.edu/current-students/masters-guide.

Satisfactory Academic Progress

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your faculty advisor. Any student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress, and this can impact your academic standing (detailed below), financial aid (see this policy page: policy.wisc.edu/library/UW-1040), or funding (consult your sources of funding, as applicable). Our program has its own definition of satisfactory academic progress and related procedures that supplement Graduate School policy, as described in this section.

Definition

Information about how the Graduate School determines satisfactory academic progress can be found at this policy page: policy.wisc.edu/library/UW-1218. In addition to the Graduate School's monitoring of satisfactory academic progress, MSDS program coordinators regularly review the satisfactory academic progress of its students.

MSDS students must follow minimum GPA and grade requirements, outlined in the [MSDS Guide page](#). Students may only have one core course ([STAT 601](#), [STAT 602](#), [STAT 610](#), or [STAT 615](#)) with a passing grade below B (either BC or C). Students should contact their program coordinator if they wish to apply for a grade waiver to use a course graded below a B towards their MSDS requirements.

The MSDS program is considered to be a professional program by campus, and as such [students cannot take coursework outside of the prescribed curriculum](#). Doing so would result in not making satisfactory academic progress. Students who feel that they are in an

extraordinary circumstance that requires outside coursework must receive approval from the program, via contacting the program coordinator, prior to enrolling in outside coursework.

Students who have satisfied all MSDS program and degree requirements may not extend their time in the program. Students must graduate in the semester in which all program/degree requirements are completed.

Students [concurrently enrolled in another academic program](#) are not meeting satisfactory progress.

Students must submit a course plan survey each semester to maintain satisfactory academic progress. Please view the section on course plan surveys for instructions.

Not Meeting Academic Expectations

Student progress will be reviewed each term by monitoring grades and GPA. If the graduate program coordinators find that a student has failed to achieve satisfactory progress in the academic expectations set by the program, the student will be contacted and required to meet with the program chair and/or graduate program coordinator to discuss their plan to return to good standing. Additionally, students in this status may have a hold placed on their record either by the program and/or the Graduate School, disciplinary action, or removal from the program.

Graduation

In a student's final term, the program will request an MS Graduation Warrant, provided that all course work has been or is in the process of being completed. The MS Graduation Warrant will be submitted to the Graduate School once all the final semester grades have been submitted and the program confirms that all grades and the overall GPA meet the standards for satisfactory academic progress.

It can often take 4-6 weeks from the end of the semester until a degree is posted on a student's transcript. Students who need proof of graduation before that point are recommended to request a **Certification of Graduation** (<https://grad.wisc.edu/documents/certification-of-graduation/>).

Apply to Continue for a Statistics PhD

A student who wishes to apply for the Statistics PhD program while currently enrolled in MSDS should follow the steps outlined in the KnowledgeBase (KB): <https://kb.wisc.edu/stat/internal/112529>.

Students with questions should contact the PhD coordinator (admissions@stat.wisc.edu) for clarification.

Personal Conduct Expectations

Professional Conduct

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and fosters integrity and accountability. Students are responsible for keeping aware of their policies and procedures, found at the following page: conduct.students.wisc.edu

Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires.

Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action regarding the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. **Lack of knowledge of this information does not excuse any infraction.**

1. **Professional Ethics:** Students shall show respect for a diversity of opinions, perspectives, and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.
2. **Honesty and Integrity:** Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPAA regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also

extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession.

3. **Interpersonal and Workplace Relationships:** Students shall interact with peers, faculty, staff, and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.
4. **Commitment to Learning:** Students are expected to always meet their educational responsibilities. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you must leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge to understand and respect the community in which they work.
5. **Professional Appearance:** Students shall convey a positive, professional appearance to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers, and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in

the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action about the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

Academic Misconduct

Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Academic:
grad.wisc.edu/documents/misconduct-academic

Office of Student Conduct and Community Standards

Academic Misconduct Website: conduct.students.wisc.edu/academic-misconduct
Academic Misconduct Flowchart: <https://conduct.students.wisc.edu/academic-misconduct/#process>

Non-Academic Misconduct

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

The Graduate School

Academic Policies & Procedures: Misconduct, Non-Academic:
grad.wisc.edu/documents/misconduct-nonacademic

Office for Student Conduct and Community Standards

Non-Academic Misconduct Website: conduct.students.wisc.edu/nonacademic-misconduct

University of Wisconsin System (UWS)

Chapter 17: Student Non-Academic Disciplinary Procedures:
docs.legis.wisconsin.gov/code/admin_code/uws/17

Chapter 18: Conduct on University Lands:
docs.legis.wisconsin.gov/code/admin_code/uws/18

Research Misconduct

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is

often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

Please see section on “Grievance Procedures and Misconduct Reporting” for further information on reporting research misconduct of others.

Responsible Conduct

- Graduate School Policies & Procedures: Responsible Conduct of Research: <https://grad.wisc.edu/documents/responsible-conduct-of-research/>
- Office of the Vice Chancellor for Research and Graduate Education’s - Office of Research Policy: Introduction & Guide to Resources on Research Ethics: <https://research.wisc.edu/compliance-policy/research-ethics/>
- Office of the Vice Chancellor for Research and Graduate Education’s Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct: <https://kb.wisc.edu/gsadminkb/page.php?id=34486>
- Office of the Vice Chancellor for Research and Graduate Education’s Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources: <https://kb.wisc.edu/gsadminkb/search.php?cat=2907>

Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as “bullying,” is prohibited by university policy applicable to faculty, academic staff, and university staff. For further definition, policy, and procedures related to HIB see: hr.wisc.edu/hib. Students who feel they have been subject to HIB are encouraged to review the informal and formal options on the “Addressing HIB” tab of this website.

Grievance Process

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. The MSDS program’s grievance process can be found detailed at:

Process and Sanctions for Violations of Conduct Standards

Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not making satisfactory progress regarding academic or conduct expectations, the advisor will consult with the program committee to determine if disciplinary action or dismissal is recommended.

Possible Departmental Disciplinary Actions

- Written reprimand
- Denial of specified privilege(s)
- Imposition of reasonable terms and conditions on continued student status
- Removal of funding
- Probation
- Restitution
- Removal of the student from the course(s) in progress
- Failure to promote
- Withdrawal of an offer of admission
- Placement on leave of absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space available basis. See the Graduate School Academic Policies & Procedures: Readmission to Graduate School: <https://policy.wisc.edu/library/UW-1230>
- Suspension from the program. The suspensions may range from one semester to four years.
- Dismissal from the program
- Denial of a degree

Depending on the type and nature of the misconduct, the Division of Student Life may also have grounds to do one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment or an assignment/exam
- A lower grade or failure in the course
- Removal from course

- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)

The Dean of Students Office maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison:

Dean of Students Incident Reporting

doso.students.wisc.edu/report-an-issue

As noted above in “Personal Conduct Expectations,” students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at:

Human Resources Hostile and Intimidating Behavior Website

hr.wisc.edu/hib

Additional Policies & Resources

Graduate School Policy: Residence for Tuition Purposes

grad.wisc.edu/documents/residence-for-tuition-purposes

Employee Disability Resources

employeedisabilities.wisc.edu

Graduate Assistantship Policies and Procedures (GAPP)

hr.wisc.edu/policies/gapp

Professional Development

When students participate in professional development, they build skills needed to succeed academically and thrive in their career. The following are professional development activities that we recommend.

Statistics Department Professional Development

The MSDS program will provide several events and opportunities to participate in professional development. Students are encouraged to meet with student services coordinator for one-on-one help with professional development.

Additionally, students are strongly encouraged to seek out campus resources that focus in this area.

On Campus

The Graduate School develops and curates a wide variety of resources for professional development, including a tool to assess student skills, set goals, and create a plan with recommended activities on campus (e.g., the popular “Individual Development Plan” or IDP) as well as programming to help students explore careers, prepare for a job search, build their network, and learn from alumni, manage projects, communicate about research, and much more.

DiscoverPD helps master’s and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. All of this can be found at: <https://grad.wisc.edu/professional-development/>.

Professional Development from the Graduate School

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter every other week during the academic year and monthly during the summer <https://grad.wisc.edu/professional-development/>.

International Student Services

The International Student Services (ISS) office is a great resource for professional development questions, especially regarding visa status, eligibility for CPT/OPT: <https://iss.wisc.edu/>

SuccessWorks

SuccessWorks is the career advising department in the College of Letters & Science. Visit their webpage (<https://careers.ls.wisc.edu/>) for career events.

Intellectual Property

Graduate students should seek to understand their rights and obligations related to intellectual property, including how patents and copyrights protect their work and when invention disclosure policies apply. This is especially important if there are special considerations related to external funding sources.

Faculty and instructors should discuss these topics with graduate students, making IP education part of their research culture. Graduate programs should keep abreast of educational opportunities on the topic of intellectual property and inform their graduate students and faculty about these.

The primary campus resource for intellectual property policy and information is the Office of the Vice Chancellor for Research and Graduate Education's website, <https://research.wisc.edu/intellectual-property/>. Additionally, the Graduate School Office of Professional Development plans to maintain a collection of online resources (not available at the time of handbook publication) aimed at highlighting intellectual property topics of interest to graduate students.

Student Health and Wellness

UW-Madison has a holistic resource for all things wellness called "UWell." The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community. Go to <https://uwell.wisc.edu>

Students who pay segregated fees are eligible for University Health Services (<https://www.uhs.wisc.edu/>).

There is no charge to students for many basic services including counseling sessions because services are paid through tuition and fees. Personal health and wellness services are also available in addition to medical services.

Securing Health Insurance Coverage

Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond

University Health Services. Contact the staff benefits and payroll coordinator in the unit where you have been hired to select one of several healthcare plans within 30 days of your hire date. ***Please note that MSDS students are not allowed to hold a tuition remitting position.***

Graduate students without an assistantship or fellowship who are currently enrolled can use the services of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is in the Student Services Tower at 333 East Campus Mall, 608-265-5000. For more info, visit the UHS website at <https://www.uhs.wisc.edu/>.

Prescription medications, emergency room visits, and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

Disability Information

Students with disabilities have access to disability resources through UW-Madison's McBurney Disability Resource Center. As an admitted student, you should first go through the steps to apply for accommodations at <https://mcburney.wisc.edu/apply-for-accommodations/>.

Additional (non-academic) disability campus resources (not found through the McBurney Center) can be found at <https://mcburney.wisc.edu/> (under other resources).

The UW-Madison Index for Campus Accessibility Resources can be found at <https://www.wisc.edu/accessibility/>.

Mental Health Resources on and Off Campus

University Health Services (UHS) is the primary mental health provider for students on campus. UHS Counseling and Consultation Services offers a wide range of services to the diverse student population of UW-Madison.

They offer immediate crisis counseling, same day appointments and ongoing treatment. Go to <https://www.uhs.wisc.edu/mental-health/> or call 608-265-5600.

UHS service costs are covered for students through tuition and fees.

There are many mental health resources throughout the Madison community, but UHS Counseling and Consultation Services is the best resource for referrals to off-campus providers. Call 608-265-5600 for assistance in finding an off-campus provider.